



JOB TITLE: Finance and Office Assistant

Responsible to: Management Accountant and Managing Director

HOURS: 40 hours a week:
Monday to Friday, but will include some evening and /or weekend shifts as operationally required including Gala and Opening Nights

PAY: £14.43 per hour, £577.20 per week

General

This post has two elements: to work within the Finance Department and general administration/office management including providing PA support for the Managing Director.

In so doing:

- Ensure safe working practices are adhered to at all times.
- Comply with Health & Safety Regulations.
- Comply with all company policies and codes of practice, including Equal Opportunities, Health & Safety policies, licensing and building regulations.

Finance Assistant

The Finance Assistant is responsible for the day-to-day transactions of the finance department, providing financial support internally to other departments as well as external customers and suppliers.

Key duties

Accounts Payable

- Processing purchase ledger invoices into the financial system, ensuring that all purchase invoices are coded correctly
- Reviewing supplier statements, requesting copies of missing invoices and responding to queries
- Maintain purchase ledger invoice filing system
- Extracting monthly direct debit purchase ledger invoices and posting on to the financial system

Accounts Receivable

- Processing weekly box office system generated invoices and other hire invoice requests
- Performing credit control duties, including sending weekly statements, escalating any debt collection concerns to the Management Accountant



- Maintaining the filing system for the sales ledger invoices including all supporting documentation

Banking

- Ensuring all receipts and payments are accurately posted into the finance system
- Ensure prompt banking of any cheques and cash received
- Weekly bank reconciliations
- Reconcile daily credit card income with front of house and box office systems, accounting for any commissions

General Finance and Administration Support

- To provide general finance administrative support including assistance in preparation of and during the annual audit

Administration/Office Assistant

- General administrative support for the Trust.
- Provide PA and administrative support to the Managing Director
- Administrative support for Criterion New Writing courses and projects
- Management of the main office including IT support, telephone and office equipment contracts
- Provide lunch break and associated cover for Reception/Stage door as required
- Assist stage door in management of daily deliveries as required
- To undertake any other duties that may be reasonably required

Additional Duties

- Provide first aid cover



Skills and Experience

Previous experience within an arts/theatre organisation is not essential, but an understanding of and interest in the arts would be helpful in understanding the day to day running of the Trust

- Demonstrable experience of working in a finance department
- Experience using accounting systems, with knowledge of the sales and purchase ledger
- Understanding of bookkeeping principles
- Proficient in using Microsoft Excel, Word, and Outlook
- Excellent communication skills
- A highly organised, personable, and approachable individual with a can-do attitude
- Ability to prioritise workload to meet deadlines
- A keen eye for detail
- Motivated and proactive in carrying out daily, weekly, and monthly tasks
- Strong team player, with a hands-on attitude to support other team members as and when required